



2003 APPLICATION FOR INCIDENTAL BUSINESS PERMIT

	<u>APPLICATION PERIODS</u>		<u>FEE</u>
First Cut-Off :	Before	March 31, 2003	\$200 (to include March 31 st)
Second Cut-Off:	April 1	June 30, 2003	\$250
Third Cut-Off:	After	June 30, 2003	\$300

The amounts shown above cover the basic application fee (flat rate of \$100) and basic administrative fee (\$100 for the first park unit only). The administrative fee will increase by \$50 for each additional park in which you propose to operate. Some parks also charge a management fee (see instructions for more information).

U.S. DEPARTMENT OF THE INTERIOR National Park Service, Alaska Region

(Please type or print in ink. Answer all questions completely or mark "N/A" if not applicable.)

FOR OFFICE USE:
IBP #

1) APPLICANT

(ALL applicants must complete this line - Include your "d.b.a." if applicable)

As an applicant, select from A thru E that describes your business:

- A. ☐ INDIVIDUAL. If the business is a sole proprietorship, print the owner's legal name.
(_____)
- B., ☐ CORPORATION
If the business is a corporation or LLC, print the holding corporation's legal name.
(_____)
- C. ☐ PARTNERSHIP/ASSOCIATION. If the business is a partnership, LLP or LP, print the names and social security numbers of each partner. If there are more than two partners, please attach a complete list of partners names.
(Name _____ SSN# _____)
(Name _____ SSN# _____)
- D. ☐ NON-PROFIT (Type: (e.g. university, boy scouts, etc) _____)
- E. ☐ OTHER _____

2) AUTHORIZED REPRESENTATIVE(S) / PRIMARY PERSON TO CONTACT-

3) *TAX PAYER ID

-OR-

SOCIAL SECURITY NUMBER

*Providing Social Security Numbers is a requirement of 1996 Debt Collection Act—This number will NOT be made public.



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4) Do you have a current Alaska Business License? _____ Please attach a copy to this application.
All businesses operating within the state must obtain this license regardless of their state of charter. If you do not have a current Alaska business license, contact the State of Alaska Dept. of Commerce, Business License Section, 550 W. 7th Avenue, Suite 1500, Anchorage, AK 99501, Ph: 907-269-8160.

5) What is the approximate number of Guides you expect to employ in your park service operation ____?

6) What are the names of the Guides, Drivers and/or Pilots that will be employed by you under this IBP?

Use additional paper if you need more space.

(If this information is not available at time of application, please be sure to submit this information immediately after you employ them. Please report any future changes to your list of employees by mailing an updated guide/pilot list to NPS, Concessions, 2525 Gambell Street, Anchorage, AK 99503.)

NAMES	GUIDE	PILOT
_____	()	()
_____	()	()
_____	()	()
_____	()	()
_____	()	()

Please use additional paper if needed.

7) SUMMER ADDRESS

(from _____ to _____)

city state zip

8) WINTER ADDRESS

(from _____ to _____)

city state zip

9) EMAIL ADDRESS _____

10) INTERNET ADDRESS _____

11) (SUMMER) PHONE NUMBER _____ **WINTER PHONE NUMBER:** _____

12) FAX NUMBER _____



Please use this page to make your selection of park and activity codes for **Item #13**.
(Example: GAAR-AT means Gates of the Arctic National Park & Preserve - Air Taxi Operator).

Park Codes

ALAG	=	Alagnak Wild River	KEFJ	=	Kenai Fjords National Park
ANIA	=	Aniakchak National Monument & Preserve	KLGO	=	Klondike Gold Rush National Historical Park
BELA	=	Bering Land Bridge National Preserve	KOVA	=	Kobuk Valley National Park
CAKR	=	Cape Krusenstern National Monument	LACL	=	Lake Clark National Park & Preserve
DENA	=	Denali National Park & Preserve	NOAT	=	Noatak National Preserve
GAAR	=	Gates of the Arctic National Park & Preserve	SITK	=	Sitka National Historical Park
GLBA	=	Glacier Bay National Park & Preserve	WRST	=	Wrangell-St. Elias National Park & Preserve
KATM	=	Katmai National Park & Preserve	YUCH	=	Yukon-Charley Rivers National Preserve

ACTIVITY CODES AND DEFINITIONS

CODES TRANSPORTATION

AT	Air Taxi Operator	A business that engages in air transportation. FAA certified. (landing within the park).
HT	Big Game Transporters	Transportation provided by an air taxi operator of big game hunters, their equipment, or big game animals harvested by hunters.
SH	Shuttle Service	Point-to-point ground transportation where passengers are dropped at entry gate or parking lot loading zone. Driver does not accompany group. (This category is used for taxi cabs and limousines.)
VT	Vehicle Tours	Motorized vehicle used to transport passengers on a guided tour using established roadways within the park boundaries and operated for hire (does not include taxicabs or limousines).
CY	Cycling (Bicycle Tours)	Use of bicycles on designated routes to tour the park. Groups are accompanied by guide.

HORSE TRIPS

HP	Horsepacking	Overnight camping trips using horses as mode of transportation for clients and/or to carry packs.
HR	Horserides	Guided day trips on horseback
WR	Wagonrides	Guided trail rides via wheeled covered wagons pulled by horses.

ON-FOOT TRAVEL

BP	Backpacking OR Overnight Camping	Guided hiking trips that include overnight camping in the backcountry.
GH	Guided Day Hiking/Walking	Guided day hiking trips that do not involve overnight camping.
MT	Mountaineering	Commercially guided mountaineering expeditions.

WATER ACTIVITIES

CB	Charter Boats	A vessel operating in marine waters that carries persons or cargo.
SF	Sportfishing	A recreational activity of catch and release of fish .
BT	Boating Trips	A motorized or non-motorized vessel operating in Freshwaters.
KT	Kayak Tours	Day tours done via a Kayak (decked boat which is paddled from a seated position using a two-bladed paddle.) or a Canoe (a non-decked boat paddled from a kneeling position with a single-bladed paddle.

WINTER ACTIVITIES

DS	Dog Sled Tours	Guided day tours using dog drawn sleds for transportation.
WB	Winter Backcountry Trips	Overnight camping in winter snow conditions and travelling on foot or using snowshoes or skis.

OTHER

GC	Group Camping	Use of improved campground facilities by commercial groups.
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Briefly describe your activity: _____



Primary Activity Code(s) _____
Incidental Activity Code(s)_____

Primary Activity Code(s) __, __, __, __, __, __, __, __, __, __, __, __, __, __, __, __, __,
Incidental Activity Code(s) __, __, __, __, __, __, __, __, __, __, __, __, __, __, __, __, __,

[illegible]



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14) What is the estimated number of guides per trip _____?

15) What is the estimated maximum number of clients per trip _____?

16) What is the estimated date you want to start working in the park unit _____?

17) Will your business be operating **AIRCRAFT** within the National Parks, Preserves and Monuments _____?
(check one) ____FAA Regulations Part 91 (Incidental Air) ____ FAA Regulations Part 135 (Air Taxi)

PART 135 OPERATORS MUST PROVIDE A COPY OF THE FAA CERTIFICATION.

18) Give a description of all aircraft you will operate within the park boundaries.

TAIL NUMBER	MAKE/MODEL	WHEEL	FLOAT	SKIS	COLOR

Watercraft Users: On January 1st, 2001, the State of Alaska, Division of Motor Vehicles assumed the boat registration program from the U.S. Coast Guard. House Bill 108, passed in the 2000 legislative session, authorized this registration



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program and a comprehensive boating safety program. Prior to January 1st, 2001, the Coast Guard registered powered boats that are used on navigable waterways of the state. These registrations are valid for three years and a Certificate of Number issued by the USCG will still be valid until the expiration date, unless the boat changes ownership. When the USCG issued registration expires or when the ownership changes, boat owners must renew the registration with DMV.

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What Must Be Registered:

The USCG registered only powered boats used on navigable waterways, however, the state law requires the following to be registered:

- All powered boats (including non-powered boats with auxiliary power units) used on any water of the state. (This includes all rivers, streams, and lakes, regardless of size, and all salt water within 3 miles of land.)
- Non-powered boats 10 feet or greater in length when used on any water of the state.

NOTE: The use of Personal Watercraft and Airboats are prohibited for commercial purposes in the National Park Units.

A **Personal Watercraft** is defined as a vessel which uses an inboard motor powering a water jet pump as the primary source of motive power, and which is designed to be operated by a person sitting, standing, or kneeling on the vessel, rather than the conventional manner of sitting or standing inside the vessel. The jet pump works by drawing water into the housing ahead of the impeller. The impeller is a type of precision propeller contained within the housing that pressurizes the water as it enters and forces the water toward the stern of the craft. The force of this exiting water is what pushes the PWC in the opposite direction. PWC do not have exposed propellers like most other powerboats. Brand names include, but are not limited to, Jet Ski, Sea-Doo, Waverunner, Wet Jet and Surf Jet.

An **Airboat** is defined as a self propelled vehicle that depends solely upon air thrust without air cushion to move in any direction across land, vegetation, water, ice and combinations of conditions associated with buoyancy. Typically greater than 12 feet long.

19) Will you be using *any type* of ***WATERCRAFT*** in your operation _____?

If "yes", please provide the information below:

If watercraft will be rented, give name of business from which you will rent_____.

WATERCRAFT DESCRIPTION (E.G. Kayaks, Rafts, Boats etc.)	MAX #	REGISTRATION	LENGTH	COLOR(S)	MOTORIZED?	
	PASSENGERS	NUMBER			YES	NO

20) Will you be using *any type* of vehicles (car, truck, van, bus, etc) within park boundaries in your operation _____? If yes, provide information below:

MAX #



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VEHICLE DESCRIPTION	PASSENGERS	VEHICLE # (VIN#)	OWN	LEASE

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21) Within the past 5 years, has the company (entity), or any of the owners of the business been convicted of or forfeited collateral for any violations of state, federal, or local law or regulation? _____.

22) Is the company (entity), or any of the owners of the business now under charges for any violation of state, federal, or local law or regulation? _____.

23) *Within the past 5 years, have any of your current or proposed employees been convicted of or forfeited collateral for any state, federal, or local law or regulation; OR are they now under charges for any violation of state, federal or local law or regulation? _____.

*(*Employees identified above may be precluded from working for the operator)*

24) If you answered “YES” to questions in Items # 26 OR 27 OR 28, please give details in the space below or attach a separate sheet. For each violation, include the item number to which you are referring.

ITEM #	INDIVIDUAL'S NAME	DATE	CHARGE	PLACE	COURT	ACTION

25) False, fictitious or fraudulent statements of representations made in this application may be grounds for revocation of the Incidental business permit and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All Information you provide will be considered in reviewing this application. Please sign on the applicable line below.

SIGNATURE OF APPLICANT OR AGENT

PRINTED NAME

DATE

TITLE



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(If signing as an Agent for the Applicant, YOU MUST attach proof of authorization to sign.)

PLEASE SEND PAYMENT ALONG WITH YOUR APPLICATION
MAKE CHECKS PAYABLE TO: Dept of Interior, National Park Service



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CHECKLIST FOR IBP APPLICATION

Insurance certificates can be provided when policy is obtained. Payment and other required documents must be enclosed along with your application.

APPLICANT: _____

_____ Completed Application Form

_____ Payment for Application____, Administrative____ and applicable Management Fees____ are included with this application.

_____ Annotation on the Insurance Certificate that shows:

____ The insurance policy names the U.S. Government, National Park Service as an additional insured. (**OR**)

____ The insurance policy contain a waiver of subrogation clause specifying that the insurance company shall have no right of subrogation against the United States.

____ Certificate Holder's Address is:

**National Park Service,
Concessions Division
2525 Gambell Street, Room 107
Anchorage, AK 99503**

_____ Insurance Certificate (**General Liability**) is enclosed.

_____ Insurance Certificate (**Automobile Liability**) is enclosed.
(Certificate must show the Vehicle Identification Number)

_____ Insurance Certificate (**Protection & Indemnity**) is enclosed.
(For watercraft that is over 26 feet in length)

_____ Insurance Certificate (**Aircraft liability**) is enclosed.

_____ Insurance Certificate (**Watercraft Liability**) is enclosed.
(For watercraft that is 26' and under coverage can be provided separately or documented on your General Liability certificate.)

_____ Copy of FAA Certification is enclosed.

_____ Copy of Alaska Business License is enclosed.

_____ Proof of Authorization to Sign Application (applicable if other than owner is signing application - a Letter of Authorization Form is enclosed that can be used if desired.)

NPS, Regional Office Phone: 907-257-2595, Fax: 907-264-5679, Website: www.nps.gov/akso

Mail application packet to: National Park Service, Concessions Office, 2525 Gambell Street,
Room 107, Anchorage, AK 99503